

# SENIOR ADVISORY COMMITTEE

## State of Indiana SAC Charter – FFY 2023

### Homeland Security Grant Program (HSGP)

In accordance with the U.S. Department of Homeland Security (DHS) Notice of Funding Opportunity (NOFO) for Federal Fiscal Year (FFY) 2023 Homeland Security Grant Program (HSGP), this Charter establishes the membership, priorities, and administration guidelines for Indiana's SAC.

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## Article I. Background and Purpose

### Section I.1 Background

The establishment of a Senior Advisory Committee (SAC) is required by the Federal Fiscal Year 2023 Preparedness Grant Manual).<sup>1</sup> Per the Preparedness Grant Manual, state administrative agencies, such as the Indiana Department of Homeland Security (IDHS), must establish a SAC and provide a copy of the SAC Charter as part of its application for FFY 2023 State Homeland Security Program (SHSP) funds. This Charter supersedes and replaces the SAC Charter created by IDHS in FFY 2022.

### Section I.2 Purpose

The purpose of the SAC is to ensure that SHSP funds are allocated in a manner that effectively supports a whole community approach to emergency preparedness and management in Indiana while also enhancing core capabilities aimed at achieving the National Preparedness Goal.<sup>2</sup> The SAC will accomplish its purpose by maintaining a focus on our core capabilities while providing oversight and direction throughout the grant review, scoring, and award process for SHSP grant funding administered by IDHS.

Per the Fiscal Year 2023 Preparedness Grants Manual<sup>3</sup>, the specific responsibilities of a SAC include:

1. Integrating preparedness activities across disciplines, the private sector, non-profit, faith-based, and community organizations, and all state, local, tribal, and territorial (SLTT) governments, with the goal of maximizing coordination and reducing duplication of effort;
2. Creating a cohesive planning network that builds and implements preparedness initiatives using FEMA resources, as well as other federal, SLTT, private sector, and faith-based community resources;
3. Management of all available preparedness funding sources to ensure their effective use and to minimize duplication of effort;
4. Ensuring investments support building capability, closing capability gaps, or sustaining capabilities identified in the Threat Hazard Identification and Risk Analysis (THIRA) and Stakeholder Preparedness Review (SPR);
5. Assist in preparation and revision of the state, regional, or local homeland security plan or the threat and hazard identification and risk assessment, as the case may be; and
6. Assist in determining effective funding priorities for SHSP grants.

## Article II. Composition and Scope

The membership of the SAC must reflect the state's unique risk profile and the interests of five mission areas, which are defined within the National Preparedness Goal: (1) prevention; (2) protection; (3) mitigation; (4) response; and (5) recovery. Further, the SAC must include representatives that were involved in the production of the State's THIRA and SPR.

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<sup>1</sup> [Fiscal Year 2023 Preparedness Grants Manual](#)

<sup>2</sup> The National Preparedness Goal is: "A secure and resilient nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk." Link to National Preparedness Goal webpage: <https://www.fema.gov/national-preparedness-goal>.

<sup>3</sup> [Fiscal Year 2023 Preparedness Grants Manual](#)

### Section II.1 Chairperson

The SAC will be chaired by the Executive Director for the Indiana Department of Homeland Security, as it is the coordinating agency for the SAC.

### Section II.2 Appointment of Membership and Term

The Chairperson will appoint the voting members of the SAC. Appointments shall be done by the following:

1. The Chairperson will appoint the voting members of the SAC by designating in writing an appointee for the open position from the designated SAC Membership representative category (see Section 2.03) and subject to approval vote by a majority of the entire current SAC membership. If a designee is not approved by a majority of the membership of the SAC then the Chairperson must make another designation.
2. Membership appointments shall generally be for a term of three years so that 2/3 of the membership, at a minimum, will continue on each year. Shorter nomination terms may be made for cause, such as initial nominations and incomplete terms.
3. Membership for an appointee continues until expiration of the appointed term, written resignation, or removal from membership for cause (such as criminal convictions, non-compliance with the Charter, violation of State ethics law, or inactivity for over a one year period). The Chairperson may remove a member for cause by issuing a letter indicating the removal and the grounds for said removal.

### Section II.3 SAC Membership

Per the Preparedness Grants Manual, SAC membership should include at least one representative from relevant stakeholders including:

1. Individuals from the counties, cities, and towns within the State, including, as appropriate, representatives of rural, high-population, and high-threat jurisdictions of Urban Area Security Initiative (UASI)-funded high-risk urban areas;
2. Representatives that were involved in the production of the state's THIRA/SPR;
3. State and Urban Area Chief Information Officers (CIOs) and Chief Information Security Officers (CISOs);
4. Statewide Interoperability Coordinator (SWIC) and Statewide Interoperability Governing Body (SIGB) members;
5. Citizen Corps Whole Community Councils;
6. Local government or tribal officials;
7. Emergency response providers, including representatives of the fire service, law enforcement, emergency medical services, and emergency managers;
8. Public health officials and other appropriate medical practitioners;
9. Hospitals;
10. Individuals representing educational institutions, including elementary schools, middle schools, junior high schools, high schools, community colleges, and other institutions of higher education;
11. State and regional interoperable communications coordinators, as appropriate;

12. State and major urban area fusion centers, as appropriate; and
13. Nonprofit, faith-based, and other voluntary organizations such as the American Red Cross.

IDHS will make every effort to include a representative from each category above. However, given that the SAC is still a relatively new committee for FFY 2023, full adherence may not be possible.

#### Section II.4 Conflicts of Interests

The members of the SAC shall not participate in any decision or vote, or matter relating to a decision or vote, if the voting member has knowledge that any of the following has a financial interest in the outcome of the matter: The SAC member; a member of his/her/their immediate family; a business organization in which the SAC member is serving as an officer, member, director, trustee, partner, or employee; or a person or organization with whom the SAC member is negotiating or has an arrangement concerning prospective employment.

If a conflict is identified, the SAC member shall recuse himself/herself/themselves from the discussion and the decision or vote and will notify the IDHS Ethics Officer immediately ([ethics@dhs.in.gov](mailto:ethics@dhs.in.gov)).

#### Section II.5 Confidentiality

The members of the SAC shall not divulge, benefit from, or attempt to benefit from confidential information that they receive as a result of their membership on the SAC.

#### Section II.6 Term of the Charter

This charter is effective for Fiscal Year 2023 once approved by a majority of the current SAC membership. The approved charter remains in effect until a new charter is approved.

### Article III. Meetings

#### Section III.1 Schedule and Procedure

The SAC will meet at least twice per fiscal year as determined by the Chairperson with the following general goals for meetings:

1. **Early Spring:** Discuss funding priorities; update and approve Charter for current FFY; ensure other application requirements are met and ready for filing when new NOFO is released;
2. **Late Spring:** Applications are due; SAC and IDHS will review and score applications; make recommendations for which applications should be considered during executive session;
3. **Summer:** Review IDHS scores and recommendations, and vote on awards; hold executive session for sensitive projects;
4. **Fall:** Assist with THIRA/SPR; conduct after action review; considerations for next year; discuss membership reappointment and new appointments.

#### Section III.2 Notice

The SAC will serve as a governing body, as defined in Ind. Code § 5-14-1.5-2(b). Notice of each meeting and an agenda (if one is utilized by the SAC) will, therefore, be posted in accordance with the Indiana Open Door Law. Ind. Code § 5-14-1.5.

### Section III.3 Conduct

1. **Location:** The meetings will generally take place at the Indiana Government Center South in Indianapolis, IN. However, some meetings may be held offsite. The meeting location will always be included in the Notice.
2. **Voting:** The members listed above shall be the voting members of the SAC. Quorum is a majority of the appointed membership. Voting for approval of new members shall be a majority of the existing membership. A vote will be required in order for the SAC to take official action on any order of business before the SAC. Once new membership has been approved by the existing membership, they are voting members and may act as such for the remainder of the meeting with quorum adjusted accordingly for majority votes.
  - a. In order for a vote to take place, a quorum of the voting members must be present. A quorum means that the majority of the members are present for the meeting (in-person, by teleconference, or by proxy).
  - b. A vote will pass by a majority of the members present.
  - c. The SAC may adopt an electronic meeting policy in accordance with the Indiana Open Door Law. If an electronic meeting policy is adopted, it shall be posted to the IDHS website on the "Senior Advisory Committee" webpage.
  - d. SAC members may attend meetings telephonically (when supported by the location) or may send a proxy so long as participation would not place the member or SAC out of compliance with the Indiana Open Door Law.
3. **Executive Sessions:** The SAC may hold executive sessions in accordance with the Indiana Open Door Law upon a majority vote of a quorum of its members. Executive sessions are closed to the public, per Ind. Code § 5-14-1.5-2(f).
4. **Meeting Memoranda:** Per Ind. Code § 5-14-1.5-4, a memoranda shall be kept as the meeting progresses containing the date, time, and location; a list noting which members are present and which are absent; the general substance of all matters proposed, discussed, or decided; a record of all votes taken; and any other information required by Ind. Code § 5-1.5-2-2.5. The memoranda shall be made available to the public within a reasonable period of time after the meeting.

## Article IV. Award Process

### Section IV.1 Core Priorities <sup>4</sup>

Given the evolving national security threat landscape, DHS/FEMA has evaluated the national risk profile and set priorities that help inform appropriate allocation of scarce security dollars. In assessing the national risk profile for FY 2023, six National Priority Areas pose the most concern. Due to the unique threats that the nation faces in 2023, DHS/FEMA has determined that recipients should allocate a total of 30% of their SHSP and UASI award funds across these six priority areas. As indicated below, five of the priorities have minimum spend requirements totaling 15% of SHSP awards. Recipients will have the flexibility to allocate the remaining 15% across the priorities. The following are the six priority areas for FY 2023, along with the minimum corresponding percentage of SHSP funds that each recipient will be required to allocate:

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<sup>4</sup> FFY 2023 HSGP NOFO, page 6

- 1) Enhancing the protection of soft targets/crowded places – 3%
- 2) Enhancing information and intelligence sharing and analysis – 3%
- 3) Combating domestic violent extremism – 3%
- 4) Enhancing cybersecurity – no minimum percent
- 5) Enhancing community preparedness and resilience – 3%
- 6) Enhancing election security – 3%

Additional information about these priority areas and how they relate to achieving anti-terrorism capabilities is included in Section D.11.b.III of the NOFO. Failure by a recipient to propose investments and projects that align with the priority areas and spending requirements will result in a recipient having a portion of their SHSP funds (up to 30%) placed on hold until they provide projects that sufficiently align to the National Priority Areas, and total at least the minimum percentages per National Priority Area (as applicable) and overall 30% of total SHSP and UASI funds.

A state must allocate the remaining 70% of their funding to addressing capability gaps (e.g., building/sustaining capability and/or closing capability gaps) identified through their Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) process.

Likewise, there are several enduring security needs that crosscut the homeland security enterprise to which recipients should consider allocating funding across core capability gaps and national priorities. The following are enduring needs that help recipients implement a comprehensive approach to securing communities:

- 1) Effective planning;
- 2) Training and awareness campaigns;
- 3) Equipment and capital projects; and
- 4) Exercises.

With the core priorities in mind, the SAC will receive, review, and make award decisions on grant applications for the allocation of HSGP grant funds received by the State of Indiana for FFY23.

## Section IV.2 Evaluation Process

### (a) THIRA/SPR

The IDHS shall inform the SAC regarding the most recent Threat Hazard Identification and Risk Analysis (THIRA) and Stakeholder Preparedness Review (SPR), including capabilities and shortfalls with recommended actions and the SAC shall assist the IDHS with the next years' THIRA/SPR.

### (b) Application Preparation

The SAC shall work with IDHS staff to ensure that all grant application materials, including the investment justification, SAC Charter, and various standard forms are ready for submission by the deadline provided in the NOFO for that federal fiscal year.

(c) Sub-Recipient Application Review

IDHS shall perform an initial review and score all sub-recipient applications and will make recommendations to the SAC regarding awards. The SAC shall review the sub-recipient applications, review IDHS's scores and recommendations, and vote on the awards. It will also vote on any State project proposals.

(d) Retaining Funds

The IDHS is required to "pass through" at least 80 percent of the SHSP grant funds it is awarded to local or tribal units of government (sub-recipients) within 45 calendar days of receiving the notice of award letter.

The IDHS may retain the other 20 percent of the SHSP grant funds for funding expenditures made by the State for State projects and Management and Administration costs.

Section IV.3 Post-Award

Following the award of grant funds to the sub-recipients, the SAC shall conduct an after-action review to determine whether the review and awards process for FFY 23 was effective and to propose changes for FFY 24. The IDHS will also compile a list of grant sub-recipients, amounts, and a general description of the project that will be reviewed by the SAC and made available to the public if requested.

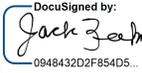
Section IV.4 Administration

This grant shall be administered in accordance with the FFY23 NOFO, DHS Standard Administrative Terms and Conditions, and the Notice of Award. The IDHS shall complete all reporting requirements, extension requests, grant closeout, and any other required administrative tasks.

## Article V. SAC Roster and Membership Agreement

As a member of the Indiana Senior Advisory Committee (SAC), I have read and agree to the terms of the FFY 2023 SAC Charter for the State of Indiana. The SAC members agree that this charter may be electronically signed. Electronic signatures can also include an acknowledgment via email if unable to electronically sign. The SAC members agree that the electronic signatures appearing on this agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

Representative	Name	Title/Organization	Signature	Date
State Homeland Security Advisor	Joel Thacker	Executive Director, IDHS	DocuSigned by: Joel Thacker	3/13/2023   14:14 E
Counties, Cities, and Towns	Brian Baird	Commissioner, Johnson County	DocuSigned by: Brian Baird	3/13/2023   14:32 E
THIRA/SPR	Peri Rogowski	State Planning Director, IDHS	DocuSigned by: Peri Rogowski	3/16/2023   14:03 E
Chief Information Officer	Tracy Barnes	Executive Director IOT	DocuSigned by: Tracy E Barnes	3/17/2023   09:12 E
Statewide Interoperability Coordinator	Sally Fay	SWIC & Communications Director, IPSC	DocuSigned by: Sally Fay	3/17/2023   10:13 E
Urban Area Working Group	Shane Booker	Director, Hamilton County EMA	DocuSigned by: Shane Booker	3/20/2023   02:49 P
Citizen Corps WCC				
Fire Service	Pascal Arnes	Decatur Township Fire Department	DocuSigned by: Pascal Arnes	3/20/2023   08:53 E
Law Enforcement	Lt. Colonel Matt Bilkey	Indiana State Police	DocuSigned by: Matt Bilkey	3/20/2023   10:05 E
Emergency Medical Services	Dr. Eric Yazel	EMS Medical Director, IDHS	DocuSigned by: Eric Yazel	3/23/2023   11:02 E
Emergency Management	Bernie Beier	Director, Allen County Office of Homeland Security	DocuSigned by: Bernie Beier	3/23/2023   12:20 E
Educational Institutions	Steve Cain	Manager, PU Ext Disaster Outreach/EDEN Extension Disaster Communication Specialist	DocuSigned by: Steven Cain	3/23/2023   13:55 E
	John Elcesser	Executive Director, INPEA	DocuSigned by: John Elcesser	3/23/2023   11:54 P
	Phil Johnson	Retired Sr. Director of Campus Safety & Emergency Management, ND	DocuSigned by: Phil Johnson	3/24/2023   12:12 E

Non-Profit, Faith-Based, Volunteer Organizations	Jack Zeeks	Marion Township Rural Fire Department	 0948432D2F854D5...	3/24/2023   09:25 P
Fusion Centers				
Public Health Official				
Local Government Official				
Tribal Organization				